

**TRAVEL APPLICATION/APPROVAL FORM**

UNITED STATES DISTRICT COURT  
UNITED STATES PROBATION OFFICE

***TRAVEL REQUEST MUST BE SUBMITTED TWO WEEKS PRIOR TO DEPARTURE UNLESS FOR EMERGENCIES***

Name:	Probation Officer:	
Street Address:	Telephone (Home):	
City, State, Zip:	Telephone (Work):	
Destination:		
Departure Date:	Return Date:	
Purpose of Trip:		
Person(s) Traveling With:	Relationship:	
<b>ACCOMMODATIONS (will be verified)</b>		
Name:		
Relationship:	Telephone:	
Address:		
<b>MODE OF TRANSPORTATION</b>		
<u>Vehicles</u> : Make/Model/License Number:	Owner of Vehicle:	
<u>Airlines</u> : Name of Airline:	Departure Flight Number and Time:	Return Flight Number and Time:
Other mode of transportation (specify):		

**AGREEMENT:**

I understand that any deviations from the approved travel grant requires written consent of the Probation Officer. I also agree to furnish prior to and/or upon my return, a resume of my itinerary; including temporary residence, personal contacts, and/or any other information requested by the Probation Officer. I declare under penalty of law that the above information is true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

For Official Use Only: Travel Request Approved: ☐ Not Approved: ☐ (If disapproved, give reason) (Over)

**CONTACT THIS OFFICE WITHIN 24 HOURS AFTER YOUR RETURN**

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
UNITED STATES PROBATION OFFICER

\_\_\_\_\_  
DATE

☐ Copy mailed to Chief Probation  
Officer in District of Destination

☐ Copy mailed to Parole Commission, if applicable